

# **Chiropractic Facility Application Instructions**

## **Before You Apply:**

Before applying for a Facility license, please review the definitions of a Chiropractic Facility and a Solo Practice to determine whether you need a chiropractic facility license:

<https://www.mass.gov/files/documents/2017/10/05/233cmr2.pdf>.

You should also review the Board's regulatory requirements for Chiropractic Facilities found here:

<https://www.mass.gov/files/documents/2017/10/05/233cmr5.pdf>

## **How to Apply for a Facility License:**

To apply for a chiropractic facility license, you need to create an account on our ePLACE portal (<https://elicensing.state.ma.us>) and then complete an application for a new Chiropractic Facility online.

There are additional materials that you will have to send to the Board to complete your application, which are detailed below.

**Your application will not be complete until all required materials have been received by the Board.**

## **Items That Must Be Uploaded to Your Application:**

The proposed Chiropractor of Record must complete and upload:

- Chiropractor of Record Form
- Notarized CORI Form
- Experience Waiver Form, if the proposed Chiropractor of Record has less than four years of experience as a chiropractor.

If there is an owner/business principal other than the Chiropractor of Record, they will have to complete and upload:

- Data Acknowledgement Form
- Notarized CORI Form

These documents may also be emailed to: [chiropractorsboard@mass.gov](mailto:chiropractorsboard@mass.gov).

## **Items That Must Be Mailed to the Board:**

If the Chiropractor of Record and/or owner has any licenses in other states/jurisdictions, current or expired, they will have to request an official verification to be sent in a sealed envelope to the following address:

Board of Registration of Chiropractors  
1000 Washington Street, Suite 710  
Boston, MA 02118-6100